

## MILPERSMAN 1810-010

### VOLUNTARY RETIREMENT OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-83)	Phone:	DSN	882-3247
			COM	(901) 874-3247
			FAX	882-2762

References	(a) 10 U.S.C. 6326
	(b) EPMAC 1080 #1 UM-02, Diary Message Reporting System Users Manual (DRMSMAN)
	(c) NAVSO P-3069, Source Data Systems Program Manual
	(d) NAVPERS 15665I, U.S. Navy Uniform Regulations

#### 1. Policy

a. An enlisted member of the Regular Navy who has completed at least 30 years of active service may be retired upon application (reference (a)). The effective date of retirement is always the first day of the month as authorized by Chief of Naval Personnel (CHNAVPERS).

b. Release from active duty shall be effective on the day immediately preceding the effective date of retirement. A member shall not be retained on active duty beyond the scheduled date of release from active duty **unless**

- specified in the retirement authorization,
- the member is hospitalized, or
- a medical board has been accepted by President, Physical Evaluation Board.

2. Creditable Service for Retirement. Active service is defined as all active duty for training performed **subsequent to 9 August 1956** in the Army, Navy, Air Force, Marine Corps, Coast Guard, or any reserve component thereof, and Army or Air Force National Guard. An enlistment in the Regular Navy or a minority enlistment **terminated prior to January 1978 within 3 months of the normal or extended enlistment** will be credited as a full term of enlistment or extended enlistment. A minority enlistment is not creditable as a full enlistment for retirement.

3. Requirements for Submission of Request. The following guidelines for request submission should be followed:

a. Member will submit NAVPERS 1336/3 (Rev. 8-05), Special Request/Authorization via the chain of command.

b. Upon approval by the commanding officer (CO), submit NAVPERS 1336/3 to the command's career counselor.

c. Forward to the personnel office, which will submit the request to Navy Personnel Command (NAVPERSCOM), Enlisted Retirement Section (PERS-83), following instructions in references (b) or (c).

4. Responsibility of NAVPERSCOM (PERS-83). Authorization for placement on the Retired List will be issued. A package containing

- DD 363N (Rev. 12-99), Certificate of Retirement;
- DD 2542 (Rev. 5-01), Certificate of Appreciation for Service in the Armed Forces of the United States; and
- other information

should be received not later than 6 months prior to retirement date.

5. Responsibility of Personnel Support Office/  
Administrative Office

a. Prepare retirement orders and DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, and forward to the disbursing office maintaining the member's active duty pay account.

b. Close the member's **service record** and prominently mark at top of the corner, "**Retired.**" Forward with **health record** to the following:

Navy Personnel Command (NAVPERSCOM)  
Reserve Personnel Services (PERS-4912)  
5720 Integrity Drive  
Millington, TN 38054

6. **Responsibility of Disbursing Office.** Complete the disbursing data entries on DD 214.

7. **Responsibility of Retirees.** The retiree must

a. keep NAVPERSCOM (PERS-4912) informed of the home address.

b. inform NAVPERSCOM (PERS-4912) of travel or residency outside the United States for a period in excess of 30 days.

c. respond promptly to all official correspondence addressed to the retiree by proper authority.

d. understand the retiree is subject, at all times, to the laws, regulations, and orders for Navy. The retiree may wear the uniform from place of release to home within 3 months after the date of release and subsequently on occasions of ceremony as prescribed in reference (d).